Minutes
NV IT Operations Committee (NITOC)

DATE	August 8, 2002
TIME	1:00 PM
LOCATION	Kinkead Conference Room, Carson City
RECORDER	Maggie Thorne

ATTENDANCE

Chair Name	Present	Co-Chair Name	Present
Terry Savage, Chair E-Gov	✓	Bob Beers, Co-Chair E-Gov	
Mike Hillerby, Chair, Strategic Plan		Mark Blomstrom, Co-Chair, Strategic Plan	
Kathy Ryan, Chairm ITPOC	✓	Bill Vance, Co-Chair, ITPOC	
Chuck Connor, Chair, IT Workforce	✓	Vacant, Co-Chair, IT Workforce	
Vacant, Chair , Technical Standards and Architecture Committee		Dave McTeer, Co-Chair, Technical Standards & Architecture	✓
Vacant, Chair, NERC		Jeff Kintop, Co-Chair NERC	
Alan Rogers, Chair Justice IT Integration Committee		Vacant, Co-Chair Justice IT Integration Committee	
Donna Crutcher, Chair, Security		Dana Hines, Co-Chair, Security	✓

Other attendees

Name	Present	Name	Present
Pam Sutton, DoIT	✓	Alisanne Maffei, DoIT	✓

CALL TO ORDER
Terry Savage called the meeting to order at 1 pm.

REVIEW OF MINUTES AND AGENDA CHANGES

The minutes of the July 11th meeting were reviewed <u>AND APPROVED AS PRINTED</u>.

Terry deferred the discussion on Steering Committees until the September 12th NITOC meeting.

CHAIRMAN REPORT

Terry briefed the group on the activities of DoIT:
- He mentioned that DoIT received approval to hire some of their vacant critical positions.
- He indicated that the ITAB meeting of July 23rd went very smoothly and that their next meeting will be October 17th.
- He informed the group that Mark Blomstrom and himself were working with representatives of NDOT and DPS to reach a common solution for radio frequency coordination.
- He and Alan Rogers feel they have reached a solution for the bottleneck in approaching the courts as it relates to the Justice IT Committee.
- Progress is going smoothly with the DoIT Budget and rate model.

DECISIONS[1]

Item No.	Decision
1.	Dana Hines presented a **Standard on Security for Software Development (4.30)** along with the required impact statement. With the following changes <u>A MOTION WAS MADE BY DAVE MCTEER AND SECONDED BY KATHY RYAN TO APPROVE. MOTION CARRIED.</u> Changes: 6.0(F) to read "Systems developed…" Link this Standard to other existing documents that address these issues, i.e. RFP template. Reflect paragraph from 4.31 impact statement.
2.	Dana presented a **Standard on Data Sensitivity (4.31)** along with the required impact statement. <u>A MOTION WAS MADE BY DAVE MCTEER AND SECONDED BY KATHY RYAN TO APPROVE WITH THE CHANGE TO THE IMPACT STATEMENT . MOTION CARRIED.</u> Change: Reflect paragraph from 4.30 impact statement.
3.	Dana presented a **Standard on Virus Protection (4.33)** along with the required impact statement. <u>A MOTION WAS MADE BY KATHY RYAN AND DAVE MCTEER MOTION CARRIED. </u>.

AGENDA ITEMS

1.	**Disaster Recovery Test in Colorado – Bill Dyer** Bill briefed NITOC on his trip in April to Boulder Colorado for DoIT's disaster recovery endeavors. The trip was very successful and members of the Facility plan to go before the end of the year to continue loading our configuration to fully simulate our set-up. Documentation is being prepared on the entire process. Dave McTeer asked to have some of the IFS personnel join the staff on the next trip for the IFS system. Support from IBM was excellent. The entire environment was set up as a disaster recovery operation, including food and lodging. DoIT has 10 T1 lines in their contract and plans to set up an IP network which will provide the necessary connectivity the State will need in case of a disaster for communication to Boulder. Terry told Bill that they would sit down next week and make a list of what application should be used as a first test model. Terry said he would then take the list to the Governor.

COMMITTEE REPORTS

1.	All committee reports were deferred until the September meeting of NITOC.

ACTION ITEMS[2]

Item	Opened	Description	Assigned To	Due	Closed
3.	5/9/02	Draft a contingency clause for exceptions on funding of ISO.	Donna Crutcher	7/11/02	
7.	7/11/02	Prepare Preface for e-Gov Plan. (See Agenda item #1 above).	Pam Sutton	8/08/02	
8.	7/11/02	Revise IT Survey and send to NITOC for pilot test. (See Agenda Item #2 above).	Donna Crutcher	8/08/02	
9.	7/11/02	Draft inter-committee working relationship policy statement.	Terry Savage	8/08/02	
10.	08/08/02	Discuss preparing a presentation for IT awareness for Legislature	All	9/12/02	

OTHER ISSUES

None

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[1] *Decision*: Reaching a conclusion… particularly in response to a course of action.
[2] *Action Item*: A commitment to complete an action or an assignment.

ADJOURNMENT

The meeting was adjourned at 2:00 pm. Next meeting scheduled for September 12, 2002.